



**Job Description: SBP - Technical Director**  
**Full time**

## Introduction

The Sustainable Biomass Program Limited (SBP) is a voluntary, multi-stakeholder independent third-party certification system currently designed for woody biomass used in large-scale energy production. The system allows the end users of woody biomass for energy to demonstrate compliance with regulatory (including legal and sustainability) requirements and beyond. The system enables the verification of the legal and sustainable sourcing of feedstock used in biomass production and the collection and communication of energy data throughout the biomass supply chain, enabling greenhouse gas emission calculations to be made.

The SBP certification system was launched in March 2015. Since then five Certification Bodies have been accredited by Assurance Services International (ASI) and offer third-party SBP certification worldwide. To date there are over 320 active Certificate Holders, including Biomass Producers (wood pellet and woodchip producers), Traders and End-users across 31 countries.

SBP is managed as a not-for-profit organisation, registered in the UK. SBP's core team work together in a virtual network and, when travel restrictions allow, meet in person on a regular basis.

## Role description

We are searching for a talented and experienced Technical Director (TD) to join our excellent team.

The TD is responsible for the strategic development, operational implementation and day to day technical management and oversight of SBP's certification system. The position reports directly to the CEO of SBP and works closely with SBP's governance bodies. Managing SBP's technical Team and external experts, the TD coordinates the works focusing on assurance, standards, and monitoring and evaluation.

Maintaining relations with regulators, collaborating with stakeholders, the TD is responsible for planning, developing, maintaining and improving all technical elements of SBP's certification system, including Standards, requirements, policies, procedures, guidance, etc. supported by our Technical Team.

The TD's responsibilities include understanding and promoting project goals and developing plans and work schedules that will achieve them. The TD will also recruit, manage and monitor staff, review processes, write project reports, identify risks, and provide cost and time estimates. The TD should be able to lead and/or work with different subject matter-related working groups and make decisions in a fast-paced environment. Outstanding candidates already have years of experience and a track record at a senior level of a certification scheme or Certification/Accreditation Body, and are highly motivated, deadline-driven, adaptable and effective communicators (i.e. communicate and engage internally with governance bodies and externally with stakeholders with confidence and clarity).

In addition to managing SBP's Certificate Holder base and periodic Standards review and revision, SBP will implement a number of projects across a range of themes (other certification

schemes to be recognised, feedstocks, products, etc.), including Certification Body and Certificate Holder training, impact evaluation and alignment with best practice. The TD will be responsible to ensure that these and other projects are delivered to SBP's high standards.

The ideal candidate is a self-starter familiar with managing multiple projects, competing priorities and working with multiple stakeholders. Experience in the field of sustainable supply chains, forestry/agriculture commodity producers or civil society organisations would be helpful. The position will be working closely with the CEO and the Technical Team members, together with external experts and multiple stakeholders, as required. As such, we are looking for candidates with strong interpersonal skills, used to dealing with individuals with different perspectives and from different cultures. The ability to successfully plan and deliver work in a dynamic small team and to understand and develop practicable solutions to complex technical issues will be essential. The proven ability to be proactive, to prioritise multiple simultaneous workstreams, to manoeuvre in a digital remote working environment and to work to a high level of accuracy is critical.

SBP is a small organisation and needs to find cost-effective solutions to challenges. The successful applicant will need to be creative and willing to find workable solutions at reasonable cost and be expected to contribute across the organisation and not just in their core area of expertise.

## Key responsibilities

- Develop strategy, operational plans, and budgets/budget monitoring for technical works and projects.
- Analyse operations and provide cost-effective suggestions for improvement.
- Streamline processes so that the organisation continuously improves efficiency.
- Contract/oversee of service providers/consultants.
- Act as the primary subject matter expert in the digital transformation of SBP's certification system.
- Initiate, drive and deliver technical projects/trainings across SBP's operations, ensuring on time delivery and to high standard.
- Address performance issues and schedule meetings when required.
- Write reports and present findings to the relevant parties e.g. the Board and Standards Committee.
- Ensure achieving and maintaining compliance with ISEAL Codes of Best Practice and regulatory requirements of key biomass markets where biomass sustainability requirements are in force.
- Initiate and drive other projects and initiatives as they arise.
- Assist with training and recruitment of new staff members.
- Supervise the technical staff, and be a strategic, dynamic, and accessible manager, while fostering a positive and results driven environment.
- Motivate and inspire staff members when tight deadlines approach.
- Liaise with stakeholders (with a focus on Certificate Holders, Certification and Accreditation Bodies and certification schemes).
- Engage with regulators in Europe (including EU, EU Member States, UK) now and increasingly in developing markets e.g. in South East Asia.
- Maintain relationships with senior staff at Accreditation Bodies and Certification Bodies to ensure the high-quality implementation of the SBP program.
- Build relationships to monitor best practices and future trends in certification and incorporate knowledge into practices.
- Participate in sector events, representing SBP externally.
- Communicate and engage effectively with the SBP Board of Directors.
- Support the CEO in acting as an ambassador for the SBP brand and goals of the scheme.

- Keep up-to-date with advancements in the field.

The TD may be required to undertake such other tasks and responsibilities as may be directed, from time to time, by the CEO which are consistent with the nature of the job described above.

## Qualifications

### Skills, experience and knowledge

- 10+ years of professional work experience in the fields of corporate social responsibility, supply chain management, environmental management or social compliance in the voluntary certification sector, ideally in the forestry voluntary certification sector.
- A strategic thinker with the ability to engage in business strategies and operations.
- Strong leader and communicator with track record of building relationships and instilling confidence in senior management, the organisation and with external stakeholders with a demonstrable ability to engage understand and address the diverse interest and priorities of multiple stakeholders.
- Experience and track record with working with regulators in Europe and other countries is desirable.
- Strong track record of managing and developing team members.
- High integrity, sound judgement, comfort with ambiguity, and the ability to lead in a changing environment.
- Auditor management and training, and interpretation of social and environmental standards desirable, preferably in an international context.
- A positive can-do attitude, and the ability to deliver under pressure.
- Professionalism, cost-conscious and a level-headed working style are essential.
- Self-starter and solutions-oriented working style are essential.
- Ability to manage and deliver on multiple work streams at the same time is essential.
- Attention to detail is essential.
- Ability to work remotely as part of a team is essential.
- A willingness and flexibility to travel, both domestically and internationally, is essential.
- Knowledge in land-based carbon accounting is highly desirable.
- Excellent oral and written communication skills in English are essential with fluency in at least one other language desirable (particularly Spanish, French, German, Russian or Japanese).
- Sensitive to group dynamics/diverging perspectives and ability to manage relationships, build consensus and resolve conflict.
- Confident interacting with a variety of international audiences and stakeholders from different cultures and backgrounds.
- Good writing skills and ability to deliver comprehensive analytical reports.
- Hands-on approach to deal with travelling, setting up and delivering meetings, facilitating and servicing stakeholders.

### Technology and software

- Technologically competent, with experience using leading certification and auditing software, as well as CRM systems.
- Experience with blockchain supply chain traceability software solutions is desirable.
- High proficiency in Microsoft Office Suite and online communication tools required, experience with other technology platforms (e.g. Salesforce) is desirable.

## Education and training

- Bachelor's degree in a relevant field required, Master's Degree preferred.
- Auditor accreditation or certificate in assurance mechanisms such as ISO, SA8000, FSC, PEFC, etc. is preferred.

## Working arrangements

- **Position:** Full-time.
- **Starting Date:** August 2021 preferred.
- **Reporting:** This position reports to the SBP CEO.
- **Location:** A location preferred where the time zone is reasonably workable for a Team based in and around the CET time zone, and physical travel to bi-monthly meetings with the Team in Europe is reasonable.
- **Workplace:** Working remotely, for example, from home or other, as part of a virtual network.
- **Working language:** Day-to-day working language is English.
- **Workplace equipment:** Computer, phone and other equipment is supplied as needed.
- **Teamwork:** Day-to-day remote work with the SBP Secretariat, including weekly meeting calls and bi-monthly face-to-face meetings.

## Applications

All applications including full CV/resume, an indication of an expected monthly or annual salary and a motivation letter should be sent to: [info@sbp-cert.org](mailto:info@sbp-cert.org)

Please provide the contact details of two individuals that would be able to provide references if required. SBP reserves the right to contact these individuals directly. Please provide an indication of an expected monthly or annual salary. Only candidates selected for an interview will be contacted.

The deadline for sending applications is 31 August 2021.